



FOREIGN AFFAIRS MANUAL

VOLUME 3 – Personnel Operations

Transmittal Letter: PER-351

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SUBCHAPTER 3 FAM 2710 GENERAL TRAINING POLICIES

MAJOR CHANGES

1. 3 FAM 2710 has undergone general revisions throughout since its last issuance on July 19, 1995.
2. 3 FAM 2710 applies to Civil Service employees of the Department of State and to Foreign Service employees of State, USIA, and Commerce.
3. Revisions since the last update appear in italics. The italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.
4. Officers are reminded that Department-issued materials not codified in the ***Foreign Affairs Manual*** or its supplemental ***Foreign Affairs Handbook*** series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS

1. Remove and destroy old 3 FAM 2710 (TL:PER-281; 7-19-95; 3 pages) and replace it with the attached revised 3 FAM 2710 (4 pages).
2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:PER-351, and initial.

DISTRIBUTION NOTICE

1. The ***Foreign Affairs Manual*** (unclassified) is issued primarily in CD-ROM format. For information on this program, including information regarding public inquiries, contact the INFOEXPRESS Coordinator, A/RPS/MMS/CB, directly. The Coordinator is located in Room 1659 NS, 202-736-4940, FAX 202-736-4924. E-Mail via DOSNET: INFOEXPRESS.

2. All posts and offices keeping paper versions of the ***Foreign Affairs Manual*** are responsible for maintaining their FAM on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. **When returning excess or unused materials, include your office/post symbols and inform PB and your message center if you need to have your distribution reduced** (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PB, Room 1853, 202-736-7470, FAX 202-647-4535, handles all requests for paper copies including non-Government users (include either fiscal information or payment with request, as appropriate).

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(M/FSI)